



January 15, 2004

OKLAHOMA BULLETIN NO. OK360-4-9

SUBJECT: PER – The Career Intern Program (CIP)

Purpose: To provide information regarding the methods of recruitment used in Oklahoma.

Expiration Date: September 30, 2004

This bulletin will serve as notification of the different recruitment methods used by Oklahoma to fill position vacancies, with particular emphasis on the Career Intern Program (CIP). The methods are:

- (1) OPM Register – For Soil Conservationist or Soil Scientist positions at GS-5 or GS-7 grade level
- (2) Advertise the vacancy under Merit Promotion and Delegated Examining Authority procedures (announcements will be found on <https://my.nrcs.usda.gov>)
- (3) The Student Career Experience Program (SCEP) – SCEP combines academic classroom learning with practical, on-the-job experience that provides an individual with a paid work experience in their field of study. Upon successful completion of work study and degree requirements, the individual will be eligible to be converted noncompetitively to a permanent position (These positions will be advertised).
- (4) The Career Intern Program (CIP) - The Federal Career Intern Program was created under Executive Order 13162. There is no public notice requirement for Career Intern Appointments. This program is administered by agencies, not OPM. All current employees are eligible to apply under the CIP, as long as all other qualifications of the program are met.

The CIP is designed to attract individuals with diverse professional, technical experience and academic training to the federal workforce. The program is used for hiring positions at the GS-5, 7, 9 grade levels in the scientific and administrative/professional fields and GS-5 through 7 grade levels for technical positions.

Oklahoma NRCS has utilized the CIP in filling the following positions:

- o Biologist
- o Soil Conservationist
- o Soil Scientist
- o Engineer
- o Civil Engineering Technician
- o Contracting Specialist

Qualified candidates will possess:

- o U.S. Citizenship
- o Bachelor's or Graduate Degree in required degree program, with an overall college GPA of 3.0 or better, and/or
- o Diverse professional experiences training and competencies for individuals applying based on experience
- o Leadership potential and community service

DIST: AE

(MORE)

Interested applicants must submit an application package containing the following:

- (1) Career Intern Application (attached)
- (2) Resume' or Form OF-612, Optional Application for Federal Employment, which can be found at http://www.opm.gov/forms/pdf_fill/of612.pdf and
- (3) College/University transcript(s)

The NRCS requires that all career interns, as well as all new appointees, sign a mobility agreement.

Participants selected for the Career Intern Program will be appointed in the Excepted Service and (depending on the agency budget and state staffing plan) may be converted to the Competitive Service upon successful completion of their two-year internship. During the two-year internship, individuals will participate in a formal training program and job assignments to develop competencies appropriate to NRCS' mission and needs. Applications will be accepted from external and internal candidates. Internal applicants with career-conditional or career status will have to sign a statement of understanding that they will be placed in Excepted Service for the duration of their internship.

Application packets should be submitted to the Human Resources Office, Natural Resources Conservation Service, 100 USDA, Suite 206, Stillwater, OK 74074-2655. Applications will be valid for 60 days from the date of receipt and will be considered during this time period, based on ranking criteria, for any position(s) in which an interest has been expressed. If an individual is not hired within the 60 days, they will need to reapply in order to continue to receive consideration. A letter by the applicant requesting an extension will be sufficient for this purpose.

If you have any questions concerning the CIP, you may contact Human Resources Specialists Babette Goodwin, (405) 742-1211, or Linda Garabedian, (405) 742-1210.

/s/ - (Kevin D. Norton – Acting)

M. DARREL DOMINICK
State Conservationist

Attachment